

GRANT APPLICATION

For detailed instructions on applying for a grant, refer to the *2006 Land and Water Conservation Fund (LWCF) Application Guidelines* booklet.

GENERAL INSTRUCTIONS

APPLICATION DEADLINE

Mailed applications must be postmarked by the US Postal Service **no later than midnight on July 1, 2006.**

An approved, up-to-date recreation plan is a prerequisite for applicant eligibility. This plan must be locally-adopted and approved by the Michigan Department of Natural Resources' (DNR) Grants Management by July 1st. Only final, locally approved plans and plan amendments will be approved by the Michigan DNR.

APPLICATION CONTENT

A complete application for a 2006 LWCF grant consists of all of the following as further described in the *2006 LWCF Application Guidelines* booklet

1. The following materials are required:

- ☐ One LWCF *Grant Application PR5601*, completed and signed;
- ☐ Two copies of the *Project Summary and Need Statement*;
- ☐ *Appendix A - Explanation of Match Sources*, if required;
- ☐ Two 8-1/2" x 11" project location maps;
- ☐ Two 8-1/2" x 11" preliminary site development plans;
- ☐ Photos of the site (*recommended, but not required*);
- ☐ One copy of the advance notice and minutes of a meeting held to take public comments on the application;
- ☐ One certified resolution from the governing body;
- ☐ One copy of the letter transmitting the *Notice of Intent PR5601-2*, to the Regional Clearinghouse and one copy of the completed *Notice of Intent PR5601-2*;
- ☐ Letters or other documentation required supporting information included in the application;
- ☐ Documentation from Michigan Department of Environmental Quality and/or U.S. Environmental Protection Agency for any contamination remediation.
- ☐ One 8-1/2" x 11" map delineating legal boundaries of the park site;
- ☐ One copy of preliminary floor plans and elevation drawings for any proposed buildings or other structures;
- ☐ One copy of the *Documentation of Site Control PR5601-3*.

Direct any questions to the Grants Management staff assigned to specific areas of the state.

(refer to the map provided with the application package)

or Telephone (517) 373-9125

A large print version of this application is available upon request.

PLEASE DO NOT FAX APPLICATION MATERIALS AND DO NOT BIND OR STAPLE THE APPLICATION MATERIALS.

USE OF BINDER CLIPS OR RUBBER BANDS IS RECOMMENDED.

PLEASE COMPLETE AND SUBMIT THE ORIGINAL APPLICATION FORM, NOT A PHOTOCOPY.

>>>>>>>>>> Tear Off This Sheet Before Submitting Application <<<<<<<<<<<<

**2006 LWCF GRANT APPLICATION**

This information is requested by authority of the Michigan Natural Resources Environmental Protection Act (1994 PA 451, as amended). This application must be completed in full to apply for a grant from the Land and Water Conservation Fund.

DNR Use Only

App. #

Region #

CFDA 15.916 Outdoor Recreation, Acquisition, Development & Planning**PART I GENERAL INFORMATION**

1. Name of government unit (Applicant)			Federal ID # (Required for local units of gov't)		County
Name of Applicant's Contact Person			Title		
Address			Telephone (between 8 a.m. and 5 p.m.) () -		
City	State	Zip Code	Fax () -	e-mail	
2. Project Title Be as brief, yet descriptive, as possible and include the site name, if available.					
3. Brief description of proposal Include the primary scope items; presence of significant natural resources (by name) or water (by name) at the site; and overall purpose of project. 					
4. Site Location For projects which cross more than one jurisdiction, list all locations on a separate sheet and show the political boundaries on all maps. <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Name of City, Village or Township Address of site Zip code County Town, Range and Section Numbers for Site Location Latitude/Longitude at Park Entrance					
5. State House District		State Senate District		U.S. Congressional District	
6. Applicant's legal interest in the site (check all that apply) <input type="checkbox"/> Fee Simple <input type="checkbox"/> Road or Utility Easement <input type="checkbox"/> Other (Explain)					
7. Total Project Cost and Grant Amount requested					
a. Grant Amount Requested - Minimum grant amount is \$30,000. Maximum grant amount is \$75,000. Grant Request (50%)				Amounts <u>must be rounded to</u> the nearest Hundred Dollars.	
				\$.00	
b. Applicant's Matching Funds - Indicate the dollar amount of the match commitment. Match (50%)				\$.00	
c. Total Project Cost - This amount must equal the total of the project scope from Part III. Total (100%)				\$.00	
8. Sources of Local Match Complete the chart below and Appendix A, if needed. Sources of match must add up to the total local match that is needed as indicated on line 7.b. (See the 2006 LWCF Application Guidelines booklet for details.) SOURCE					
a. General Funds or Local Restricted Funds (applicant's own cash)				Local Match Amount \$.00	
b. Force Account Labor (applicant's own paid labor)				\$.00	
c. Federal or State Funds				\$.00	
d. Cash Donations (complete appendix A)				\$.00	
e. Donated Labor and/or Materials (complete appendix A)				\$.00	
Total Match				\$.00	

9. Applicant's current year budget for parks and recreation Local government applicants only. Enter total dollars budgeted for parks and recreation for the current year; if unknown, enter total spent in prior year. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Parks Operation and Maintenance</td> <td style="width: 33%;">Recreation Programming</td> <td style="width: 33%;">Capital Outlay</td> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table>			Parks Operation and Maintenance	Recreation Programming	Capital Outlay	\$ _____	\$ _____	\$ _____
Parks Operation and Maintenance	Recreation Programming	Capital Outlay						
\$ _____	\$ _____	\$ _____						
10. Estimated annual operation and maintenance costs associated with the proposed project Indicate the cost and percentage of the total budget for parks and recreation this project will represent. \$ _____ Explain _____ _____								
11. Principal source of operation and maintenance funding for the proposed project once completed <input type="checkbox"/> General Funds <input type="checkbox"/> Park Millage <input type="checkbox"/> Park Fees <input type="checkbox"/> Other (Specify) _____ _____								
12. Applicant has one or more of the following (check all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Citizen Recreation Body which is established by <input type="checkbox"/> State Legislation _____ (If the citizen recreation body was created by State statute, provide the public act number and year enacted) <input type="checkbox"/> Local Ordinance _____ <input type="checkbox"/> Governing Body Officials Appointed To Committee _____ <input type="checkbox"/> Volunteers Appointed By Governing Body _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Full-Time Park and/or Recreation Director (Name and Title) _____ <input type="checkbox"/> Part-Time Park and/or Recreation Director (Name and Title) _____ <input type="checkbox"/> Community School Director (Name and brief description of Director's role) _____ _____ </td> </tr> </table>			<input type="checkbox"/> Citizen Recreation Body which is established by <input type="checkbox"/> State Legislation _____ (If the citizen recreation body was created by State statute, provide the public act number and year enacted) <input type="checkbox"/> Local Ordinance _____ <input type="checkbox"/> Governing Body Officials Appointed To Committee _____ <input type="checkbox"/> Volunteers Appointed By Governing Body _____	<input type="checkbox"/> Full-Time Park and/or Recreation Director (Name and Title) _____ <input type="checkbox"/> Part-Time Park and/or Recreation Director (Name and Title) _____ <input type="checkbox"/> Community School Director (Name and brief description of Director's role) _____ _____				
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13. School District Applicants Only a. Recreational opportunities for the general public are available at school facilities (check all that apply) <input type="checkbox"/> During Normal School Hours <input type="checkbox"/> Outside Normal School Hours <input type="checkbox"/> During the Summer b. What percentage of time (on an annual basis) will the recreation opportunities provided by this project be available to the general public? _____ % per year								
14. Public Participation Applicants must hold a public meeting, at which the public has an opportunity to comment on the proposal, within six (6) months prior to the application deadline. There must be advance public notice for the meeting that identifies the application as an agenda item, provides a brief description and specific location of the project and indicates the applicant's intent to apply for grant assistance. Date of Public Meeting _____ IMPORTANT Attach a copy of the public notice and meeting minutes. Applicants are also encouraged to make specific efforts to seek input from individual residents and landowners adjacent to the project site, adjacent communities, or others who would be directly affected by the project. Additional efforts taken to inform affected residents or others and summary of resulting comments: _____ _____								
15. Population of the project service area _____ NOTE The population served by the project is based on the applicant's population, but may be smaller or larger. Please justify the service population you report here in Part 2.b. of the <i>Project Summary and Need Statement</i> . (See the 2006 LWCF Application Guidelines booklet, Chapter 2.)								
16. Date application was submitted for regional planning review (required by E.O. 12372) Applicants are required to submit a Notice of Intent (PR 5601-2) to the appropriate regional planning agency for review. <div style="text-align: center;">IMPORTANT - Attach a copy of the transmittal letter and a copy of the completed Notice of Intent form with the application. Submit the original letter and form to the regional planning clearinghouse.</div> Date of Submittal _____								
17. Recreation Plan - Applicants are required to have a recreation plan approved by and on file with the DNR by the application due date. The proposal is justified on page(s) _____								
18. a. Has applicant closed, sold, or transferred any parkland or recreation facilities in the past five (5) years? <input type="checkbox"/> Yes If Yes, on a separate sheet of paper, provide the type and name of the park or recreation land, and the reason(s) it was closed, sold, or transferred. <input type="checkbox"/> No								

18. (continued)

b. Does applicant have a "Residents Only" policy for this park or other parks or recreation facilities?

- ☐ **Yes** If Yes, on a separate sheet of paper, provide an explanation of **any** "resident only" restriction for the use of parks, recreation facilities, or events at facilities owned or operated by the applicant. **NOTE: Grant-assisted sites and facilities cannot be limited to residents only.**
- ☐ **No**

c. Do you now (or do you intend in the future) charge an entrance fee to the project site?

- ☐ **Yes** If Yes, provide a copy of your current or proposed fee schedule and describe any fee reduction programs or policies you offer to persons of low-income status.
- ☐ **No**

d. How will the public be reasonably able to access this site?

Automobile ☐ Yes ☐ No **Boat** ☐ Yes ☐ No **Bus** ☐ Yes ☐ No **Non-Motorized Trail** ☐ Yes ☐ No

Motorized Trail ☐ Yes ☐ No **Pedestrian** ☐ Yes ☐ No **Other (describe)** ☐ Yes ☐ No _____

PART II SITE ENVIRONMENTAL CONDITIONS

NOTE: Contaminated sites are ineligible for funding under LWCF.

Part II must be completed if any portion of the project site has been used for purposes other than parks and recreation in the past 10 years.

☐ Check here if Part II does not apply and explain why _____

A. PROPERTY CHECKLIST – The checklist should be completed in conjunction with the former landowner(s) and anyone else that would have knowledge about the site.

- | | Yes | No | *UNK |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is there (or has there been) contamination on any portion of the property from commercial uses (examples: manufacturing and/or minerals processing or extraction)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there (or has there been) contamination on any portion of the property from use as a gas station, motor vehicle service or repair facility; commercial printing facility, dry cleaners, photo developing lab; junkyard; landfill; or waste treatment storage or processing; recycling or disposal facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there (or has there been) contamination on any portion of the property from storage of automotive batteries or other parts; pesticides or other chemicals used in agricultural practices; paints; chemicals or other industrial waste? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are there (or have there been) waste disposal pits, lagoons or ponds on the site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Provide written documentation from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency certifying that remediation of any contamination has been completed.

*Applications for which there is inadequate information about site conditions may not be considered for grant funding.

PART III ESTIMATED COSTS AND ADDITIONAL PROJECT INFORMATION

When completing this section, keep in mind that the approval of funds for LWCF proposals may take as long as 9 months from the date of submission; your estimates should take this into consideration. For development projects, requirements for barrier-free accessibility as required by state and federal law should be factored into the costs.

1. PROJECT COST ESTIMATE

List the specific development scope items (play equipment, parking lot paving, landscaping) rather than aspects of project execution (materials, labor, equipment). Scope items listed in this section should be clearly marked on the preliminary site plan to differentiate items proposed under this grant from existing or future development. Specify sizes and quantities where appropriate (For example, number of pieces of play equipment, number of picnic tables).

Do not include ineligible items such as engineering costs beyond 10% of the subtotal and contingencies. Applications that include ineligible scope items may be eliminated from consideration.

SCOPE ITEMS (Limit each item description to 25 characters - Do Not Abbreviate)		SIZE OR QUANTITY	COST (MUST BE ROUNDED TO NEAREST \$100)	
1.	_____	_____	\$.00
2.	_____	_____	\$.00
3.	_____	_____	\$.00
4.	_____	_____	\$.00
5.	_____	_____	\$.00
6.	_____	_____	\$.00
7.	_____	_____	\$.00
8.	_____	_____	\$.00
9.	_____	_____	\$.00
10.	_____	_____	\$.00
LWCF Plaque \$40.00		1	\$	40.00
Permit Fees			\$.00
		Subtotal	\$.00
Engineering (NOTE professional design services are required to complete a LWCF project. These fees may not exceed 10% of subtotal)			\$.00
		Total Estimated Cost		
★ This Total Amount must match Item #7.c. of Part I of this application			\$.00 ★

2. **PERMIT ISSUES** - Applicants must identify all possible local, state and federal permits that may be required for the proposed project and, at a minimum, make initial contact with permitting authorities. Briefly describe the permits that are likely to be needed for this project and what efforts have been taken to apply for these permits.

Attach any letters to or from permitting agencies or other documentation of the efforts taken.

Type of Permit	Permitting Agency	Efforts Taken to Obtain Permit or Determine Permit Requirements

If the applicant has determined that no permits are needed, indicate so below.

☐ Appropriate research has been done and it has been determined that no local, state or federal permits are needed for this project.

IMPORTANT - It is the responsibility of the Applicant/Grantee to determine the need for and obtain all required permits. Approval of a grant does not indicate that the project will receive needed permits from the DNR or any other state agencies.

3. Have any costs been incurred toward construction of the proposed project? ☐ Yes ☐ No

If Yes, explain _____

PART IV PROJECT SUMMARY AND NEED STATEMENT

Attach two copies of a narrative, no longer than two pages, that provides the following information, using the headings shown below (in bold type). Refer to the specific guidance included in Chapter 3 of the *2006 LWCF Application Guidelines* booklet on the information that should be included in each section.

- | | |
|--|----------------------------------|
| 1. Project Description and Purpose | 2. Need for the Project |
| a. Site Description | 3. Past Grant Performance |
| b. Resource Protection/Recreation Opportunities Provided by the Project | |
| c. Barrier-Free Compliance | |

PART V CERTIFICATION

CERTIFICATION SIGNATURE must be by an official of the applicant agency or an individual designated by official resolution to act on the applicant agency's behalf.

I certify that all statements on this application and the attachments hereto are true, complete and accurate to the best of my knowledge.

NAME (Printed/Typed) _____ TITLE _____

SIGNATURE _____ DATE _____

Send this application package by

MAIL to

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

OR

OVERNIGHT or EXPRESS MAIL to

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
STEVENS T. MASON BUILDING 6th FLOOR
530 W ALLEGAN
LANSING MI 48933**

**Mailed applications must be
postmarked by the
US Postal Service no later than
midnight July 1, 2006.**

<< PLEASE DO NOT FAX APPLICATION MATERIALS >>